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		Process Owner  Director, Program Management	Approval Authority  Commanding Officer		na Officer

## 1. Purpose & Scope

The purpose of this process is to fund eligible Medical Department personnel to attend appropriate professional courses that enhance knowledge and skills to support their military assignments.

#### 2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) SECNAVINST 5212.5 series, d) BUMEDINST 4651.3 series, e) CME Course Funding SOP dated. 04FEB00.

### 3. Definitions

The terms listed below are defined to assist the reader.

- 3.1 **Mbr**: Member.
- 3.2 **CE**: Continuing Education.
- 3.3 **EAOS**: End of Active Obligated Service.
- 3.4 **Non-Claimancy 18**: Operational Commands notyclimeded by BUMED; ships, Marine units, squadrons, etc.
- 3.5 **MCPP**: Medical Corps Professional Programs.
- 3.6 **FY**: Fiscal Year.

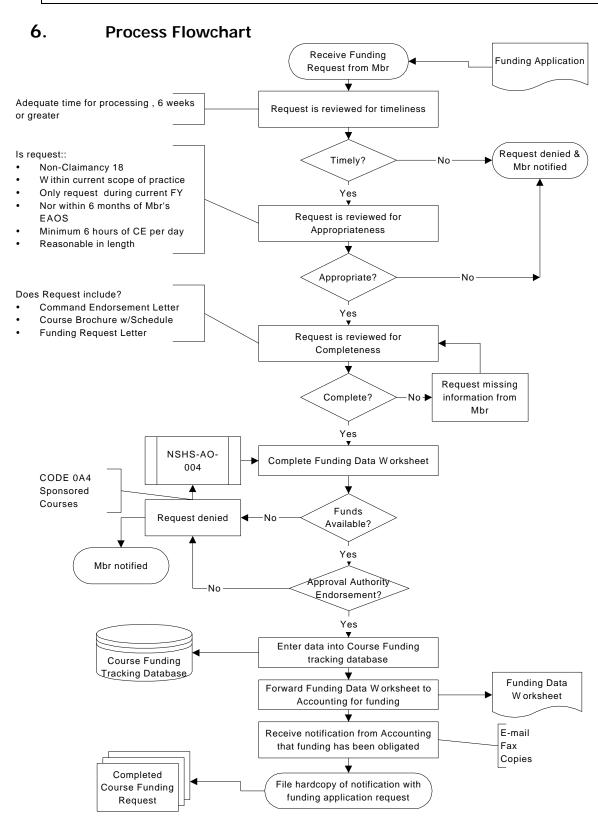
#### 4. Document Review & Concurrence

Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Director of Program Management	OP (Process Owner)	CAPT. B. Welbourn	Commanding Officer	CO (Approval Authority)	CAPT. D. Wynkoop
Head, Student Support Department	OA4	CAPT. C. Curto	Director, MCPP	OM	CAPT. T. Miller

5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	17 MAY 01

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# 7. Quality Records

Record Name	Owner	Location	Indexing	Duration	Disposition
Completed Course Funding Request	Program Assistant	File Cabinet	By: Name, FY	2 years	Destroy per SECNAVINST 5212.5 series

## 8. Addendum

N/A